Version 1.4

EzyScript User Manual

SAP Transaction Scripting & Table Querying Tool

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SAP Requirements

- SAP System version 4.7 Enterprise or later.
- All EzyScript installations are Unicode compliant.
- Transport install package from Z Option.
- User authorizations as needed as listed in the Technical Installation document.

Minimum PC Requirements

- Windows Vista, 7, 8, or 8.1 (32 or 64-bit) OS
- Microsoft Excel 2007, 2010, or 2013 (32 or 64-bit)
- SAP GUI (Currently supported version from SAP)
- Hardware as required by Windows OS version
- EzyScript supports double-byte character sets (East Asian Languages).
- **PC Application must be installed as an Administrator.**

Manual Version

- This is EzyScript Manual version 1.4e

I. Getting Started for Premium Users

Introduction

This section covers initial Premium User tasks:

- **Unlocking the EzyScript License for your site**
- **Registering the Premium Users for EzyScript**
- **Maintaining Standard Users**

Premium users at your site will be responsible for maintaining the users who will be using EzyScript.

Critical Notes:

SAP Component
Your BASIS team must have already completed installing the transports for EzyScript on your SAP systems before any of the Premium User tasks can be completed.

PC Component
The EzyScript add-in for MS Office Excel must have been installed on your desktop computer using the PC install file. Be sure to install the local software package "as Administrator" so the add-in can be fully registered.

After the EzyScript SAP transport has been properly installed on your SAP system, and the Add-in installed on the local PC, access the EzyScript add-in ribbon menu from within MS Excel. Premium user functions are accessed from within the EzyScript Ribbon menu → Settings → License options tab.

Getting Started

To get started, the Premium User(s) need to do the following steps in the order presented:

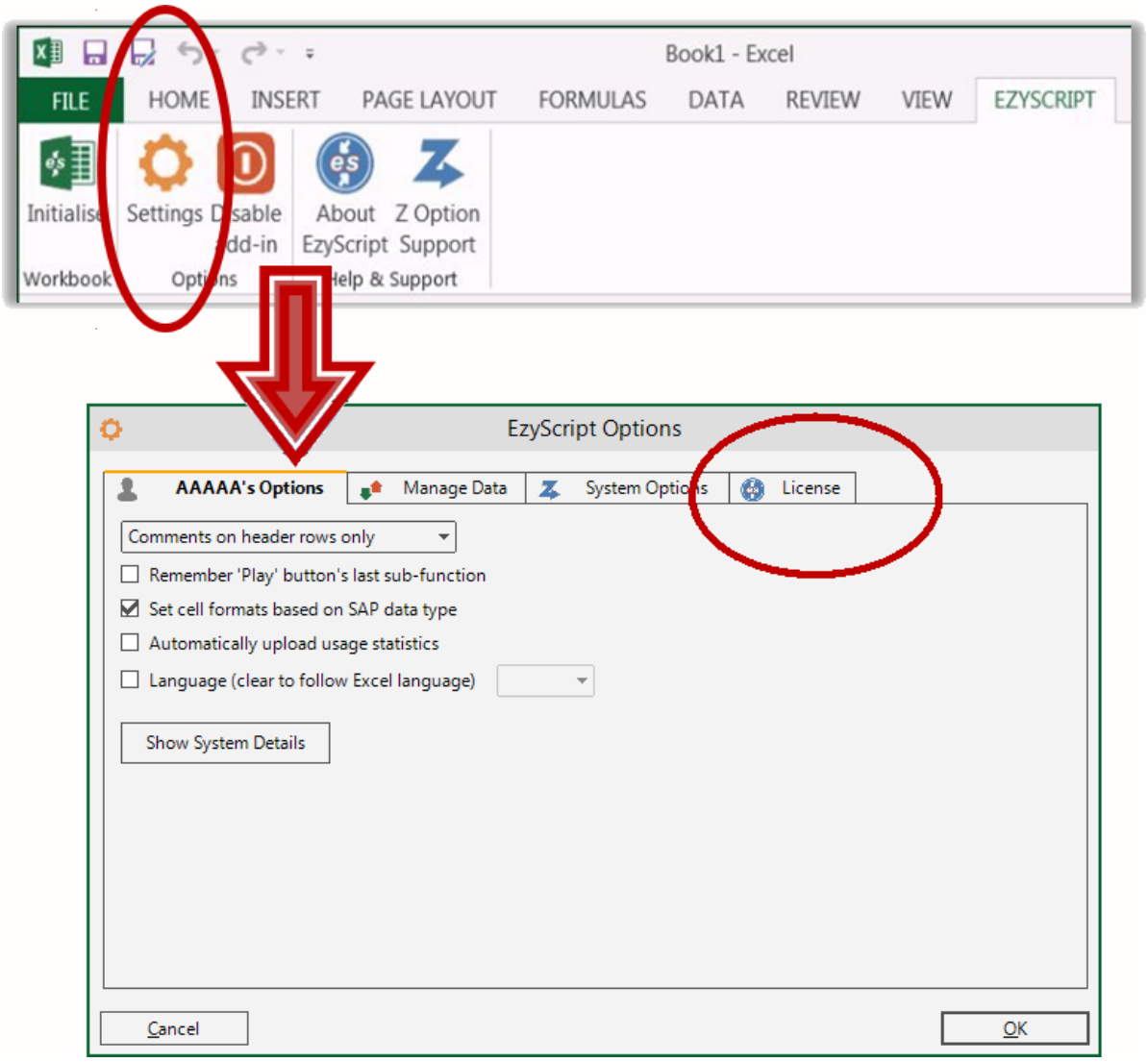
1. Unlock the EzyScript license.
This step tells your copy of EzyScript how many seats have been purchased by your company.

2. Register the Premium Users.
You will need to name at least one premium user before anyone can interact with SAP using EzyScript.

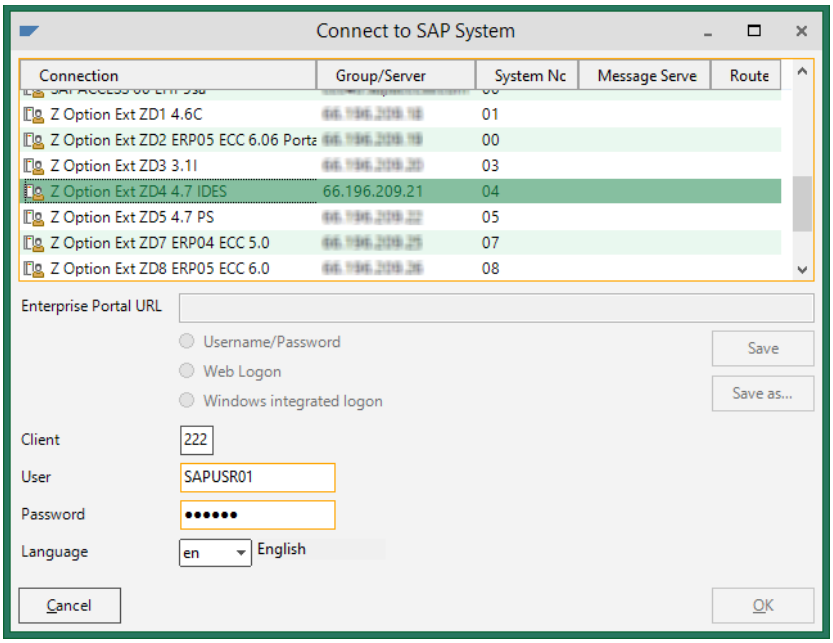
3. Maintain the Standard Users.
You can either have EzyScript auto-register the standard users or you can name them manually.

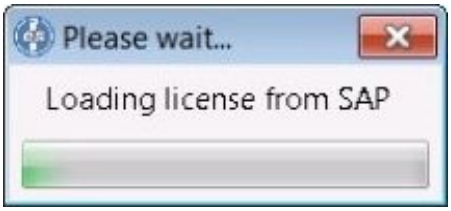
Step 1: Unlock the EzyScript License

Open Excel, go to the EzyScript menu tab on the Ribbon. Click Settings → License.

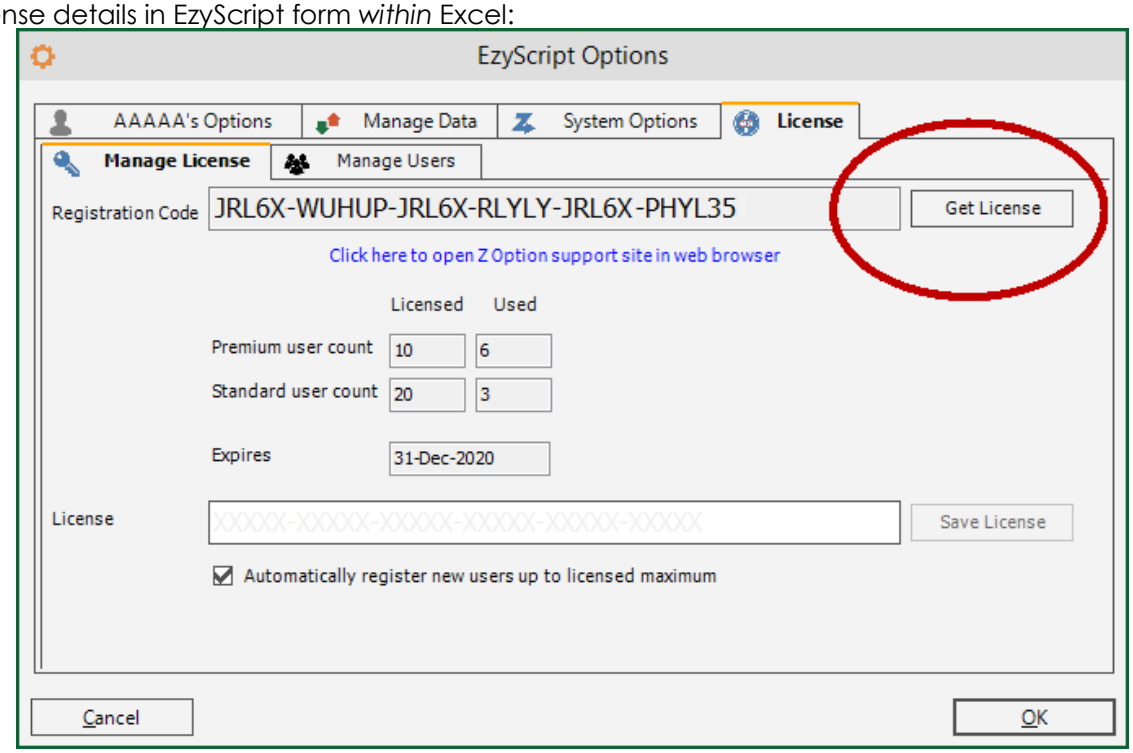


You will be prompted to log into SAP. Upon successful login to the appropriate SAP system, the license Registration Code will load from SAP, and you will see the license Registration Code details in Excel.


Connect to SAP System
Connection
Group/Server
System Nc
Message Serve
Route
Z Option Ext ZD1 4.6C
01
Z Option Ext ZD2 ERP05 ECC 6.06 Porta
00
Z Option Ext ZD3 3.1I
03
Z Option Ext ZD4 4.7 IDES
66.196.209.21
04
Z Option Ext ZD5 4.7 PS
05
Z Option Ext ZD7 ERP04 ECC 5.0
07
Z Option Ext ZD8 ERP05 ECC 6.0
08
Enterprise Portal URL
Username/Password
Web Logon
Windows integrated logon
Save
Save as...
Client
222
User
SAPUSR01
Password
Language
en
English
Cancel
OK


Please wait...
Loading license from SAP

License details in EzyScript form *within* Excel:



Click on the **Get License** button. You will be prompted for your login ID for the Z Option Support website.

NOTE: You must already have acquired a login ID to the Z Option Support site.

Critical Notes

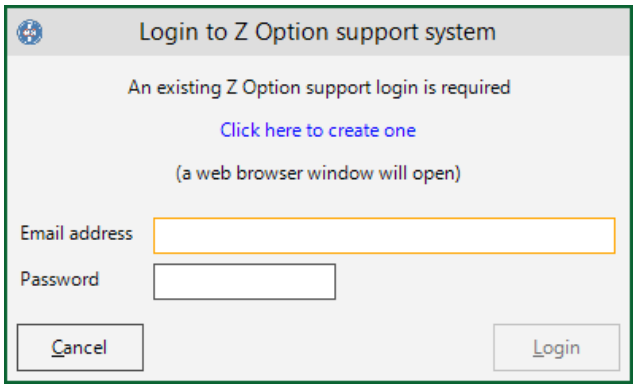
Premium User steps to obtain a login ID to the Z Option Support site:

1. Open a web browser and go to the Z Option website at http://www.zoption.com. Click the link for **Support & Licensing**.

2. Each Premium User should request a ticket system login ID, by navigating the web page menu to Support → Support & Licensing → ""Don't have an ID yet? Request a Ticket System ID." Click the link to the form. Fill out all of the information.

3. Once your ticket system ID has been confirmed (you will receive an email) you may login to the ticket system on the same support page by clicking "Log onto Ticket System". Select your company from the drop-down list and enter your user ID and the password you created in step 2 (NOTE: User IDs are not case sensitive, but passwords ARE case sensitive).

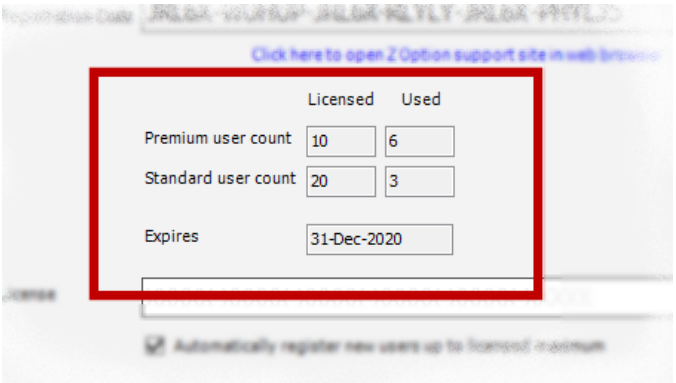
➔ If there is an issue which requires additional support, the **Premium Users** have the ability to open a support ticket through the Z Option Support Ticket website. Standard Users should raise all first level support issues with their Premium Users per the Software License Agreement signed by your principals. All resolutions and communication must be performed through a Premium User. This helps Z Option keep your maintenance costs below industry averages.



After you log in using your Z Option Support User ID, EzyScript will communicate with the Z Option Support website from within Excel and automatically register your company's product license with Z Option.

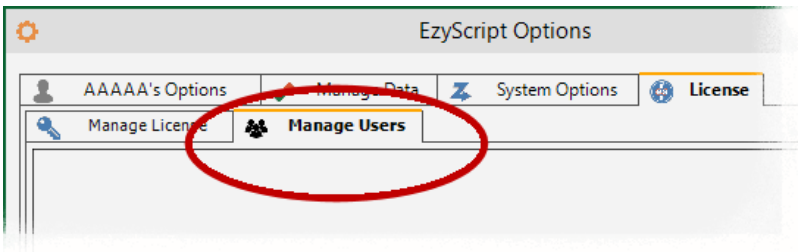
Click the **Save License** button to save your License Code into your SAP system and complete your Product Registration and License Unlock.

The **Manage License** form now shows the number of Premium and Standard users which have been licensed and how many have been used at your company. *(You may need to exit this screen, disconnect from SAP, and re-login to your SAP system to see the completed update.)*



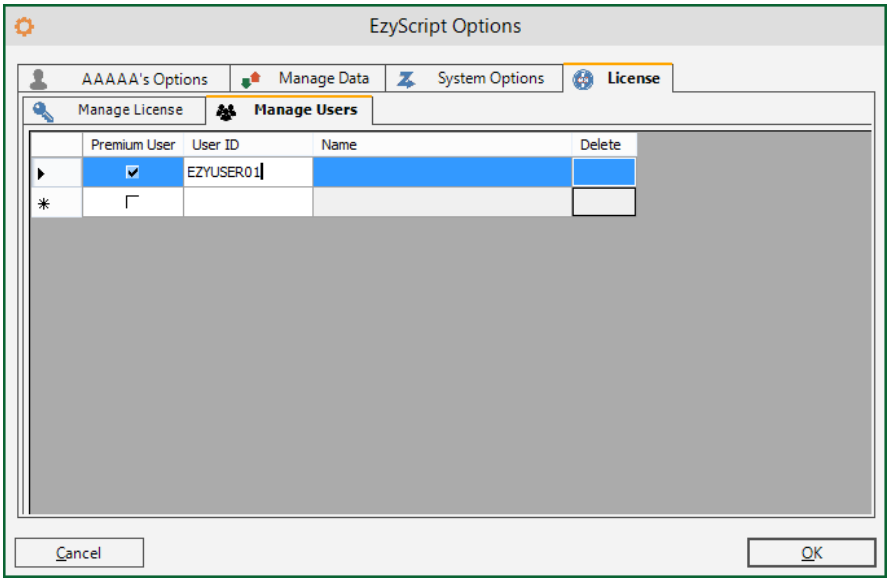
Step 2: Register a Premium User

While in the EzyScript Settings → License screen, click on the **Manage Users** tab.

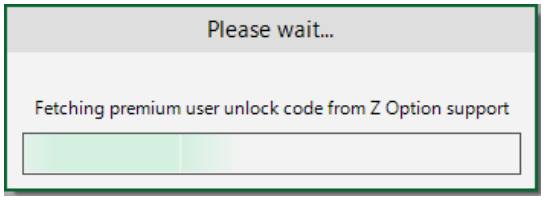


Manually enter your **SAP User ID** and be sure to check the "Premium User" checkbox. (NOTE: The User ID is your SAP User ID, and as such will be entered in ALL CAPS.)

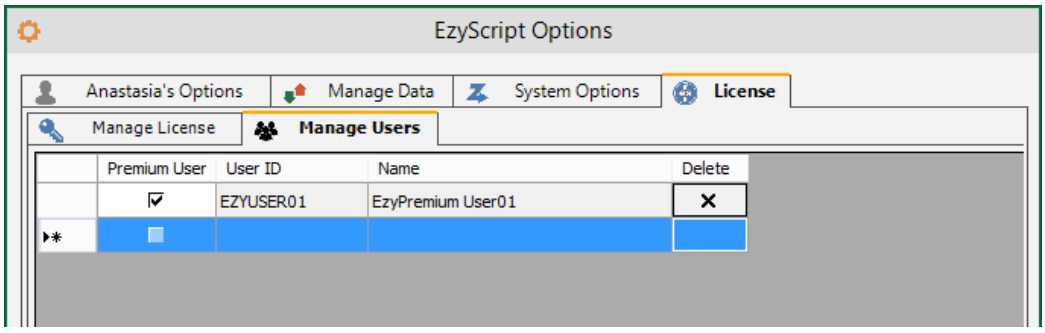
Click **OK** and you are now registered as an EzyScript Premium User in your SAP system. *(You may need to exit this screen, disconnect from SAP, and re-login to your SAP system to see the completed update.)*



NOTE: The FIRST person to perform the Manage Users functions for a given SAP system may get a message "User is not authorized. Reason: Not a valid user code." This is expected. Click the OK button to go past the pop-up, and you can then perform the Manage User steps.

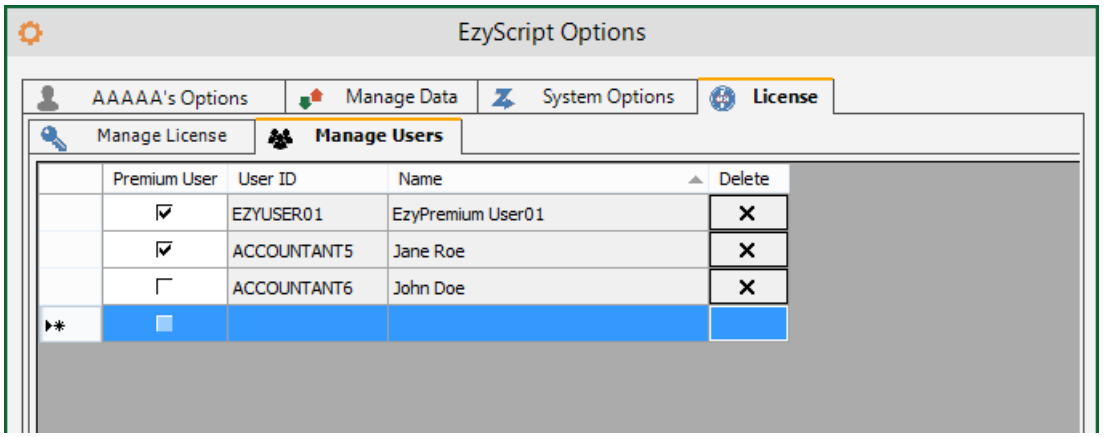


Completed. Additional Premium Users would be added similarly.

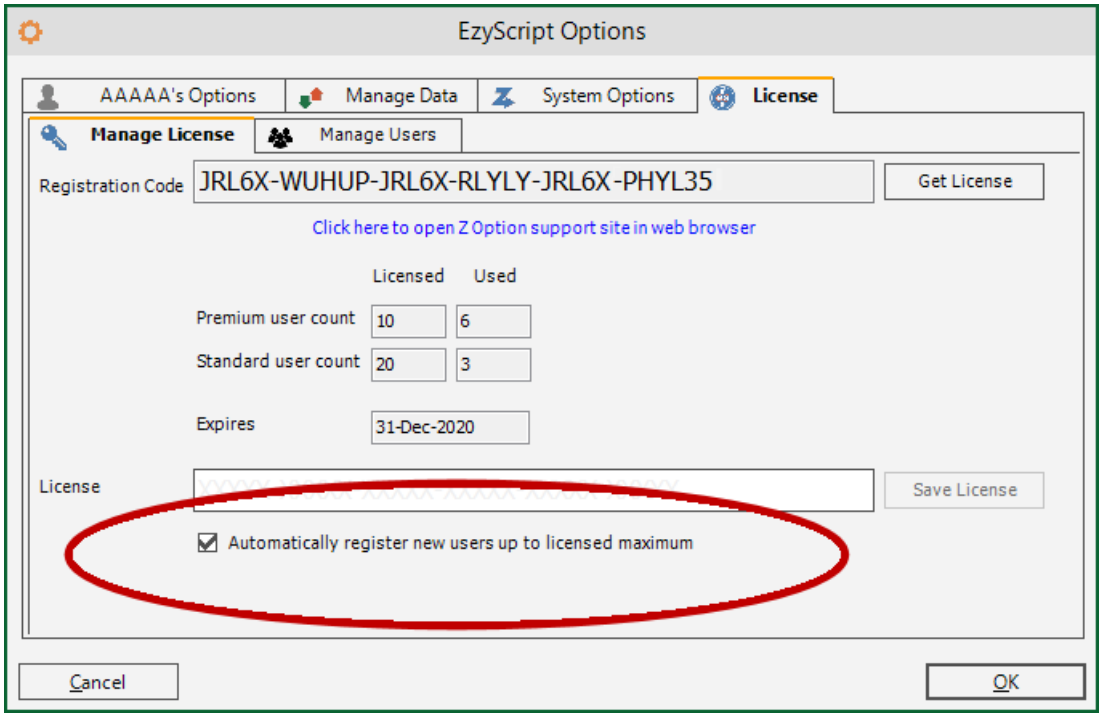


Step 3: Maintain Standard Users

While in the EzyScript Settings → License screen, click on the **Manage Users** tab. Manually enter the SAP User ID of the Standard User, but be sure NOT to check the "Premium User" checkbox. Click OK and they are now registered as a Standard User in the SAP system. *(You may need to exit this screen, disconnect from SAP, and re-login to your SAP system to see the completed update.)*



Back on the Manage License tab, there is a **checkbox** where you can also set the Standard Users to conveniently automatically self-register as soon as they connect and log in to the appropriate SAP system using EzyScript functions. The Standard Users will be able to auto-register this way until all the standard seats for the license are filled.

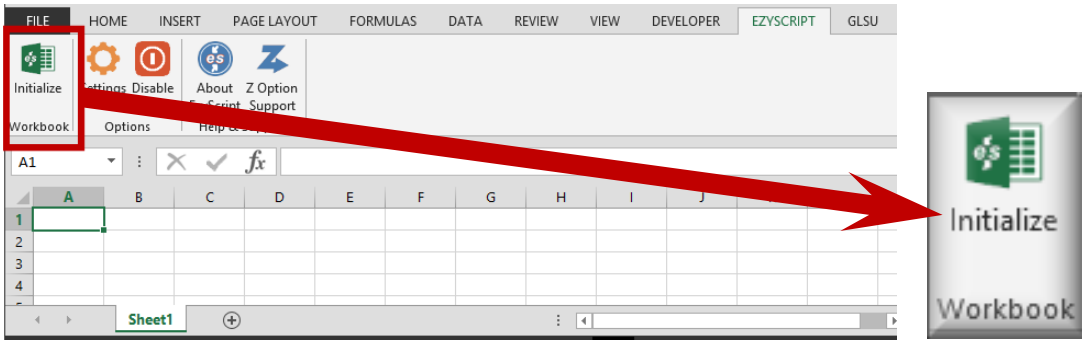


II. The EzyScript Ribbon Menu in Excel

The EzyScript ribbon buttons are context-sensitive. This means that you will not see all menu icons on all worksheets -- to see buttons that work *only* for Scripting functions, you will need to be on a "**Script**" sheet. Similarly, on a "**Query**" worksheet will you see some buttons that only operate specifically on Queries.

INITIALIZE Button

Click the **Initialize** button to turn any Excel workbook into an **Ezy*Script***-enabled workbook.



You must **Initialize** a workbook before you can use any EzyScript add-in functions. Initializing a blank workbook creates 3 backbone worksheets - "**Script 1**" and "**Query 1**", plus a hidden worksheet used *only* by EzyScript utilities. *(NOTE: Modifying this hidden worksheet will likely break EzyScript.)* EzyScript functions which download or upload data to SAP must be executed from an EzyScript-formatted work**book** and work**sheet** (either Script or Query).

Critical Notes

All EzyScript-created Scripts and Queries are stored within the individual workbook.

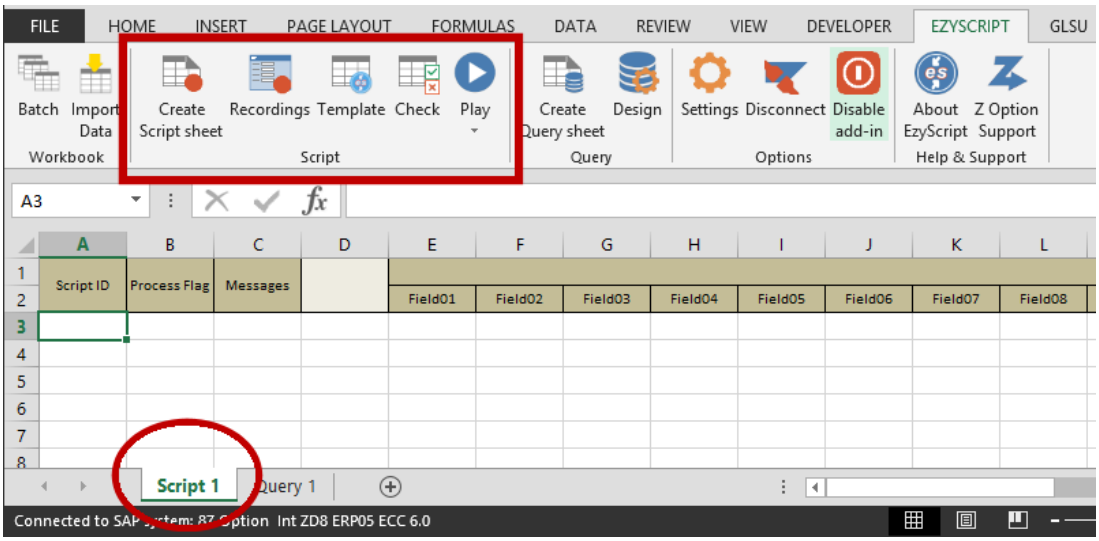
When you SAVE a Recorded Script, or SAVE a Designed Query, you must also SAVE the workbook file itself.

If you create/edit a Script or Query, and exit Excel *without* saving the workbook file, your changes will be lost.

If you already have data in your Excel workbook, the Initialize function will not overwrite any non-blank worksheets. The new worksheets will be added alongside the existing ones.

SCRIPT Buttons

These icons allow you to author and run scripted procedures.

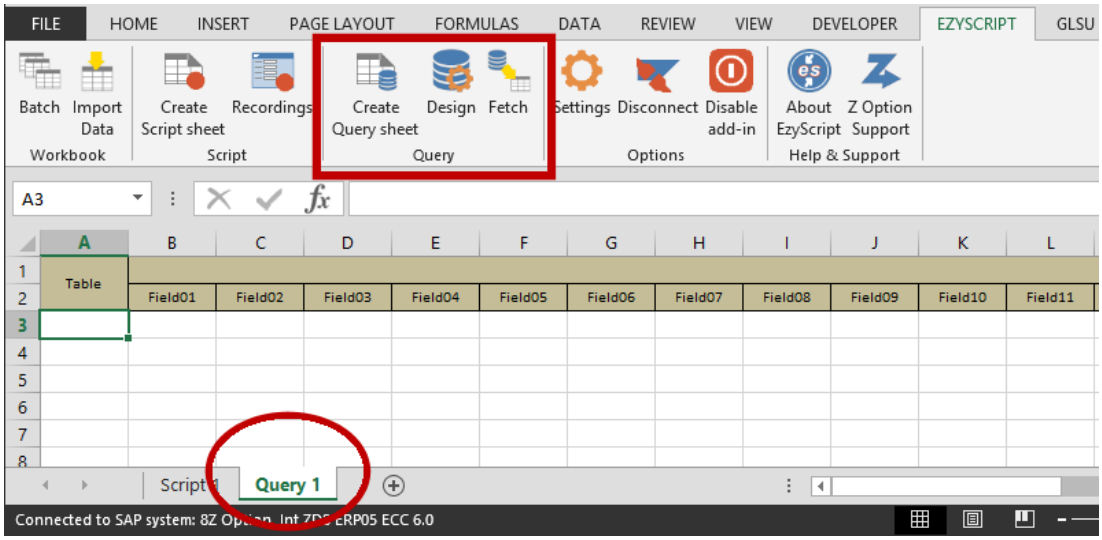


Create Script Sheet	Creates and formats a new blank **Script** sheet in a workbook Initialized for EzyScript. A new Script sheet **must** be added using the "Create Script Sheet" button ***The Create Script Sheet function will not overwrite any non-blank sheets. The new worksheet will be added alongside the existing ones.*
Recordings	Create new Script recordings, or edit or copy existing Script recordings.
Template	Prepare a Script sheet for data entry for a specific Script recording. ***You must already have a saved Script Recording for this function to work.*
Check	Validates data where possible, without actually updating records.
Play	Executes the Script recording to update SAP with the data entered into the Template. "Play" Modes: o **Play: Nothing** - No SAPGUI window (**default**). Background execution. o **Play: Errors only** - If the Script being executed hits an SAP error, it should open a SAPGUI screen where the error occurred. o **Play: All screens** - Visible SAPGUI window during execution, step-by-step playback of the recording requiring manual step-through. This is very useful for Premium User debugging during design of a new recording! o **Generate BDC Data** - For BDC (SAP Batch Data Collection) analysis. From a populated Script template, tabulates the

	technical fields for each row of data entered: Program names, Screen numbers, Field names, and Field values.

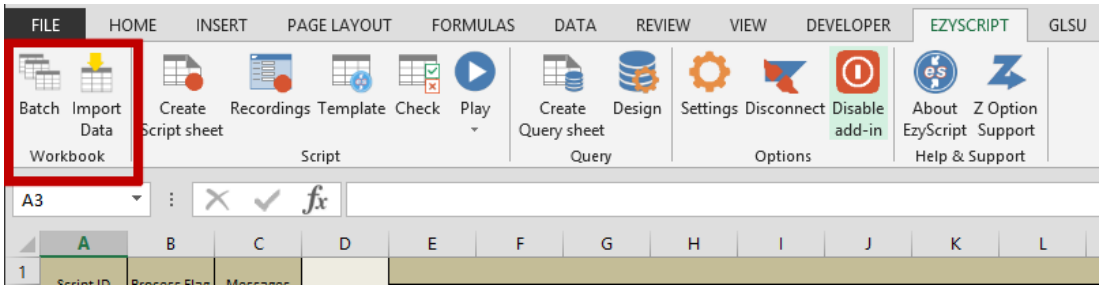
QUERY Buttons

These icons allow you to pull data from table(s) and view(s).



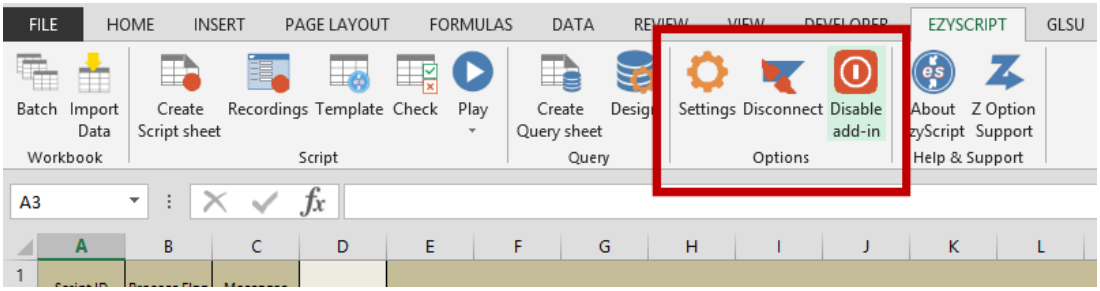
Create Query Sheet	Creates a new blank **Query** sheet in a workbook Initialized for EzyScript. ***The Create Query Sheet function will not overwrite any non-blank sheets. The new worksheet will be added alongside the existing ones.*
Design	Create and design new Queries, or edit or copy existing Query structures. ***You must already have a saved Query for this function to work.*
Fetch	Executes the Query recording to download SAP data from a table or view, using the criteria specified in the Query's recorded design.

WORKBOOK (EzyScript) Buttons



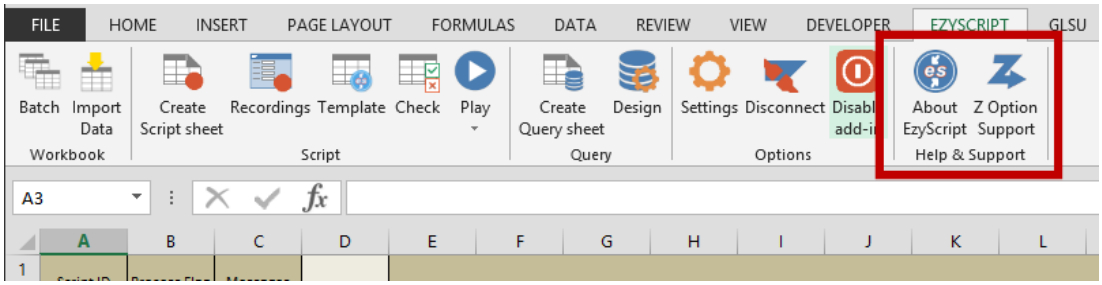
Batch	Select multiple scripts for processing at the same time.
Import Data	Import and format records from other workbooks or files.

OPTIONS Buttons



Settings	Opens the EzyScript Options form for configuring the global settings of the add-in.
Disable Add-in	Disables the EzyScript add-in and menus.
Disconnect**	Disconnects from the current SAP system. This allows you to change which SAP system you wish to be logged into when executing EzyScript processes. ***This button only appears if you have already logged into SAP via EzyScript.*

HELP & SUPPORT Buttons



About EzyScript	Display version information about the add-in and its component parts. *NOTE: A screenshot of this 'About EzyScript' pop-up is usually critical when diagnosing a support. Please include it when opening a trouble ticket.*
Z Option Support	Clicking this button opens the Z Option Support & Ticketing webpage via your default browser (http://support.zoption.com). See the document section on [the Z Option Ticket System] for more detailed information about our support ticketing system

III. SCRIPT Sheets

Introduction

This section covers the EzyScript SCRIPT Sheet functionality. To upload data from Excel, users simply record the path through an SAP Transaction, telling EzyScript which screens to go to and which fields to populate. This analysis is then mapped to the user's spreadsheet, data is populated in the spreadsheet and when ready, the user uploads the data into SAP.

Typical uses for the core functionality of EzyScript are:

- Extract SAP data for use in reports, external applications
- Data conversion from Legacy systems
- Automate repetitive tasks in SAP
- Assist with the synchronization of data between SAP Systems (e.g., DEV / TST / PRD).

This document will take you through a number of EzyScript SCRIPT Sheet elements including:

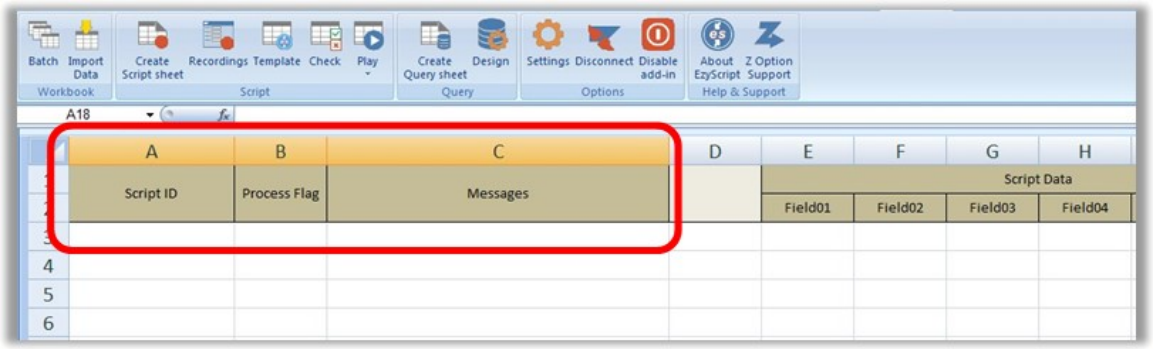
- Understanding Layout and Terms
- Setting Up Templates
- Uploading SAP Data
- Moving and Copying work

Before you can begin using this guide for scripting you should understand how to set-up an EzyScript workbook. You must also have the EzyScript SAP components properly installed on your SAP system.

Getting Started - Understand the EzyScript SCRIPT Sheet Structure

Before you begin using an EzyScript SCRIPT Sheet, you need to understand how it is structured.

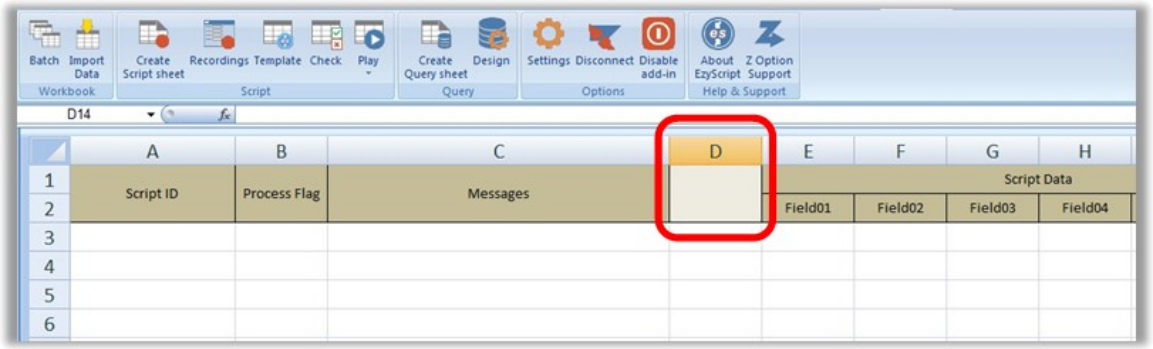
Enabling Fields (Columns A to C)



Columns A to C of the Script Sheet are the Enabling Fields.

Column	Heading	Description
A	Script ID	This field allows you to specify the recorded Script ID that you want to use. Each Script ID on a SCRIPT Sheet allows communication with different functions in SAP.
B	Process Flag	An "X" in this column indicates that the Script should run using the data entered into the columns on THIS row. X – Perform recorded functions on this line of data.
C	Messages	The cells in the Messages column are display fields only. When you download or upload from SAP, a message will display in each row that contains data. The message will be either the word "Successful", or an error message indicating a problem occurred. EzyScript incorporates SAP error checking, so any error messages displayed in the Messages column are the same error messages that you would get if you tried to process records incorrectly within SAP.

User Defined Field (Column D)

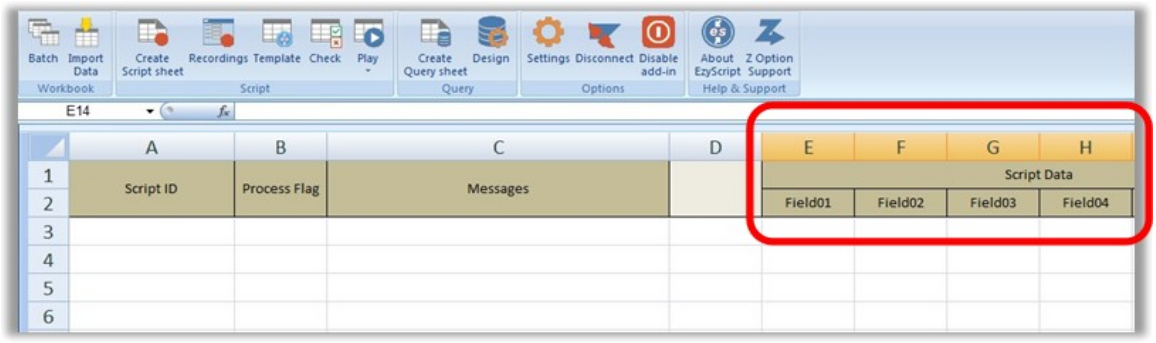


Column D of a Script Sheet is a User Defined Field.

This field is not used by EzyScript, and is available for you to use in any way that you like. Typical uses include descriptions, row totals or other formulae.

You may hide this column, but you cannot delete it.

Key Value Fields (Columns E to …)



Columns E to … of the Script Sheet represent the Fields in SAP into which data is being entered. Each active Column of Excel represents a field in SAP for data entry. The fields to be populated will be determined by the Script recording specified in Column A.

Build Your SCRIPT Sheet

For EzyScript to be able to communicate with SAP, you must prepare the SCRIPT Sheet by inserting the relevant:

- Script IDs
- Data associated with the Script recording's SAP function

Follow these instructions if:

- You are using a new EzyScript SCRIPT Sheet; or
- You want to change or update the data on an existing SCRIPT Sheet.

You must have already created/initialized an EzyScript Workbook before you can proceed with this task.

There are three steps involved in preparing a SCRIPT Sheet:

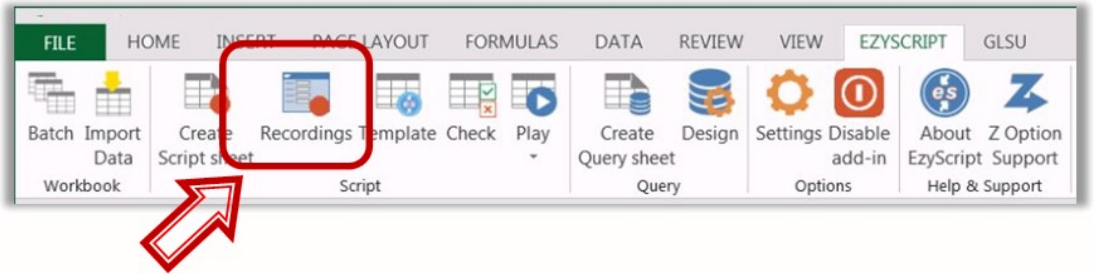
- Step 1: Create a new Script Recording
- Step 2: Use a SCRIPT Template to build a data entry framework
- Step 3: Populate the Template framework with data

The following example shows the configuration process for a User Maintenance (SU01) script recording.

Example: Create New User Maintenance (SU01) Template Set-up

Step 1: Create a new Script Recording

Select 'Recordings' on the menu to open the 'Maintain Scripted Recordings' form



The **Maintain Scripted Recordings** form allows you to define the data you want to process in SAP. The tool allows you to customize the worksheet to your individual business process or business need and can be saved within the workbook for use in the future. Once you have saved an Script in a workbook you can load it as a Template.

No Scripts or recordings exist as standard in EzyScript. In order to use the EzyScript SCRIPT Sheet you must run the Recordings tool. Once this is done the new Script ID will be saved as a template for future use.

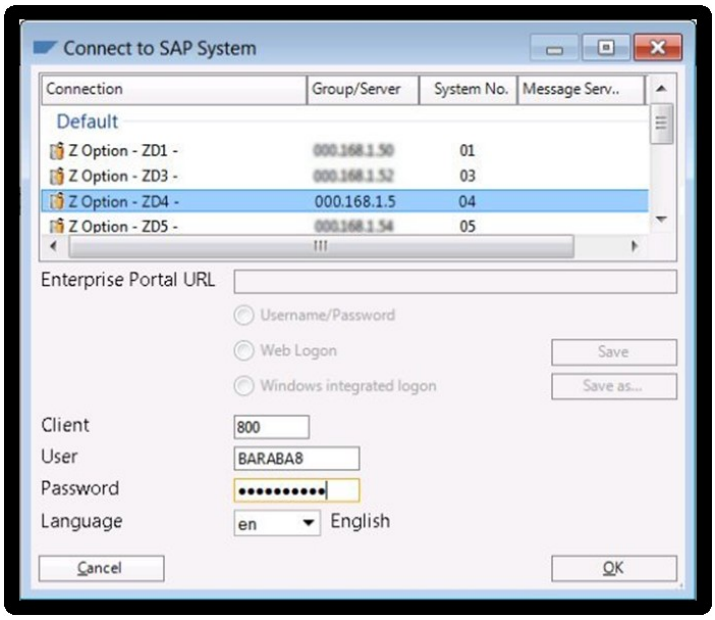
Follow these instructions if:

- You have a blank SCRIPT Sheet; or
- You want to add or remove specific fields to or from a recorded and saved Script ID.

Each Transaction in SAP requires you to set up a **new** Script recording and Script Template sheet. For example, if you wish to create new Material records, and also update existing Materials, you would need to run the Recordings tool to create Scripts for both MM01 (Create New Material), and for MM02 (Edit Material).

When you click the '**Recordings**' button, if you have not logged on to SAP, you will need to log on to SAP now using your SAP account details.

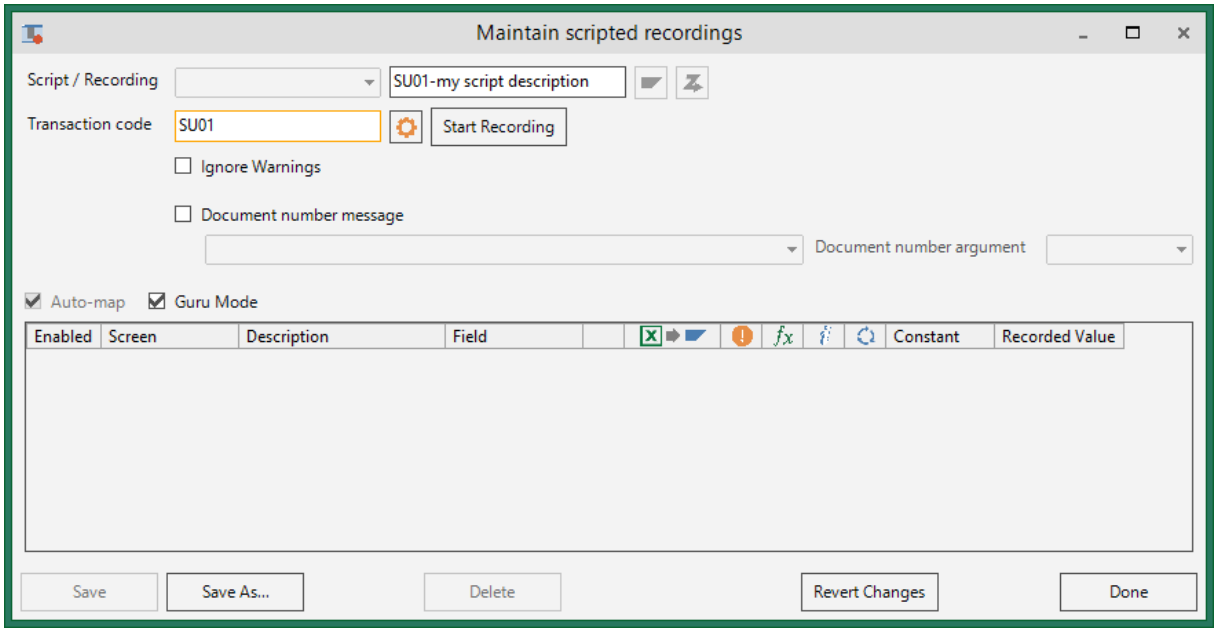
Log on to SAP



On the Connect to SAP System pop-up window:

1. Click on the appropriate SAP system
2. Type in your User Access Data
3. Press the Enter key or click on the OK button

Maintain Scripted Recordings form



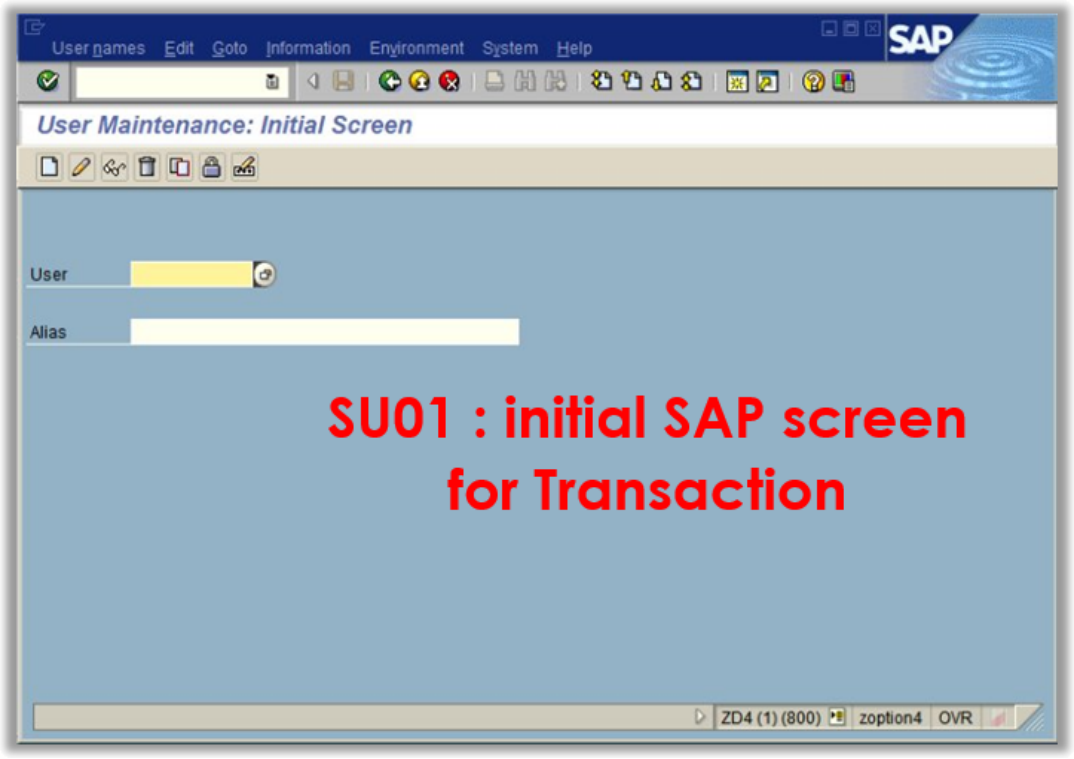
Configure the Script Actions

On the Maintain Scripted Recordings pop-up window, to start:

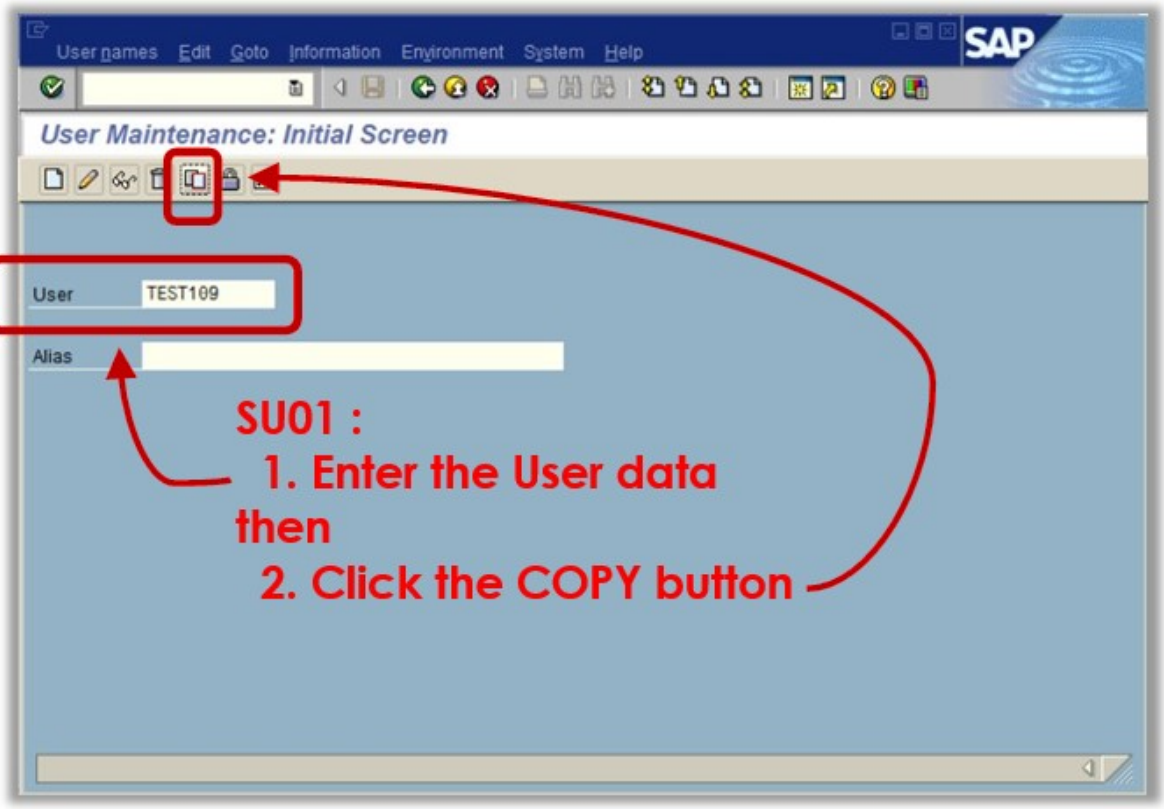
1. Enter the NEW Script description in the top blank box to the right of the drop-down.
2. Enter the SAP Transaction code into the Transaction Code field
3. Click on 'Start Recording'

EzyScript will now connect to your SAP system to begin the screen recording. You will automatically be directed to the starting screen of the SAP Transaction selected, in this case SU01.

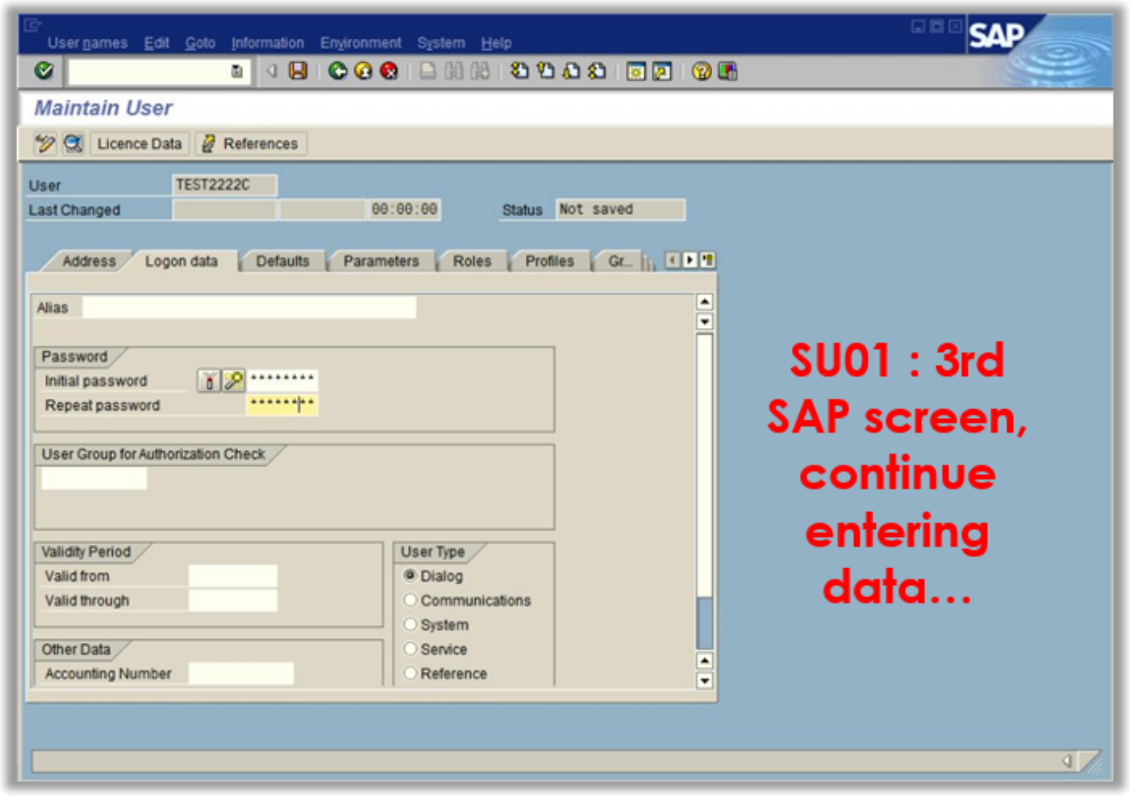
Begin Screen Recording



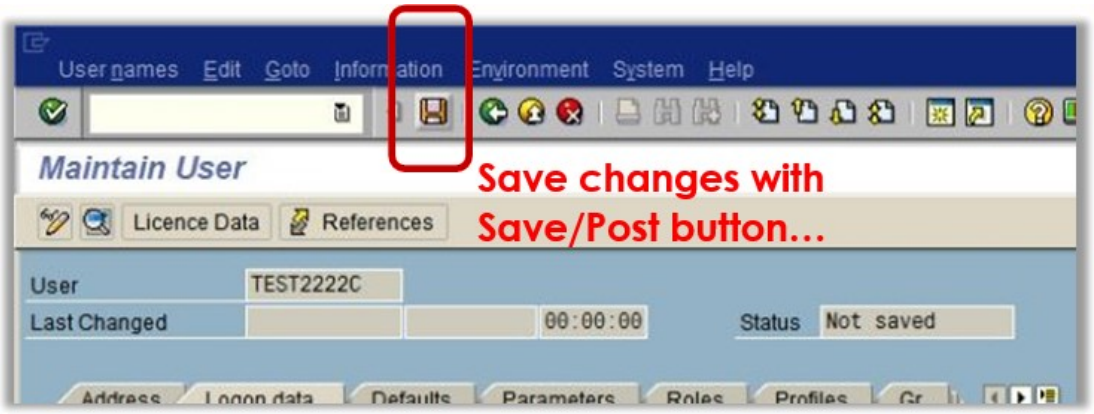
➔ Once SAP is loaded, you must now enter data into every field in the transaction you need to integrate with Excel. EzyScript will record the path and return those fields to the Excel worksheet in the order they were 'touched' in SAP.

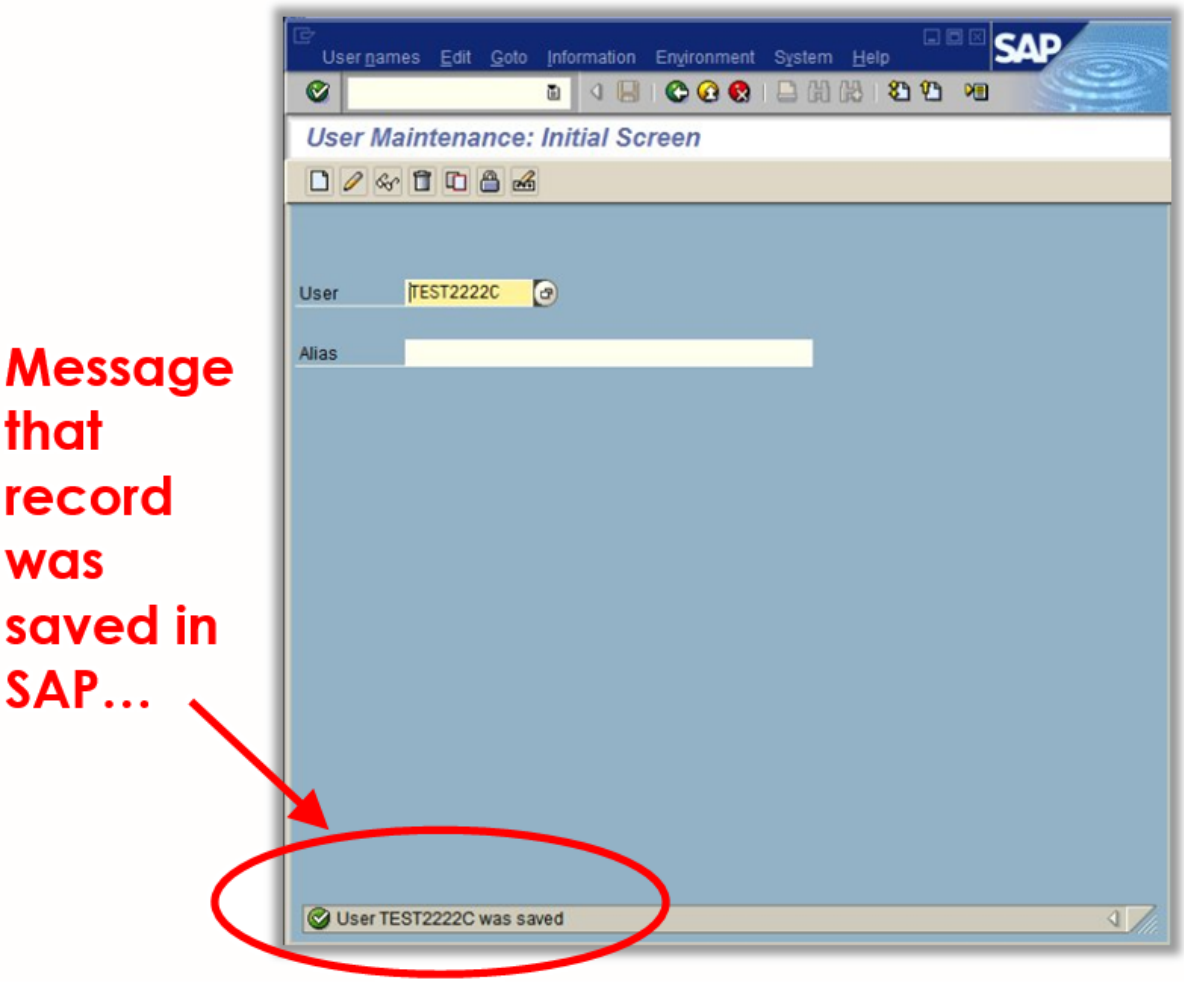


Next SAP screen for this recording…

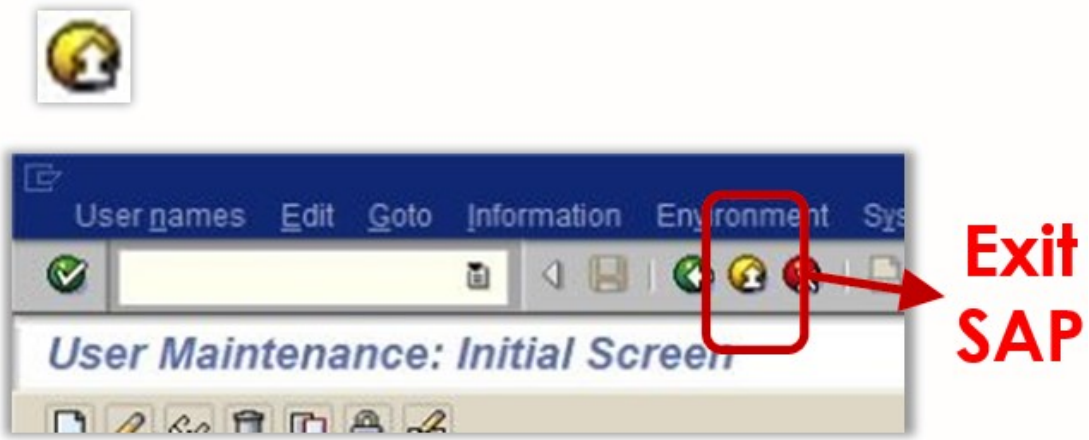


➔ After you have entered data into all the required fields click on the Save or Post button finish the required data entry.





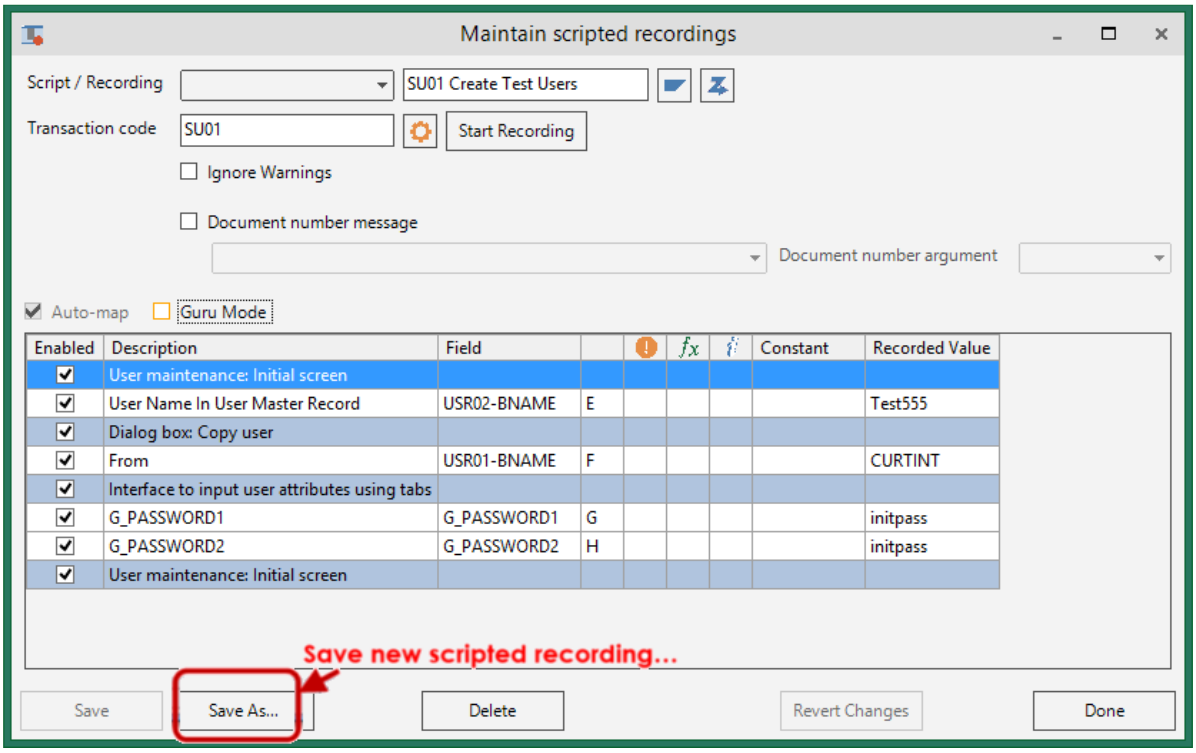
➔ The SAP session may not automatically exit upon saving the record in SAP. If it does not, click the SAP Exit (yellow arrow) button to explicitly finish the screen recording.



➔ SAP will close, and the recording session will return to Excel.
➔ The Maintain Scripted Recordings form will open again in EzyScript.

Customize Script Recording

The transaction sequence has been recorded, but the script itself has not yet been saved as a recording. The script recording has to be saved into the spreadsheet before it can be used as a repeatable process.



The recorded fields can now be seen in the Description and Field Names grid.

Specify any functionality including;
• Specifying mandatory fields
• Entering formulas
• Key Fields
• Disabling fields
• Specifying return fields
Select Save As to save the new Script ID.

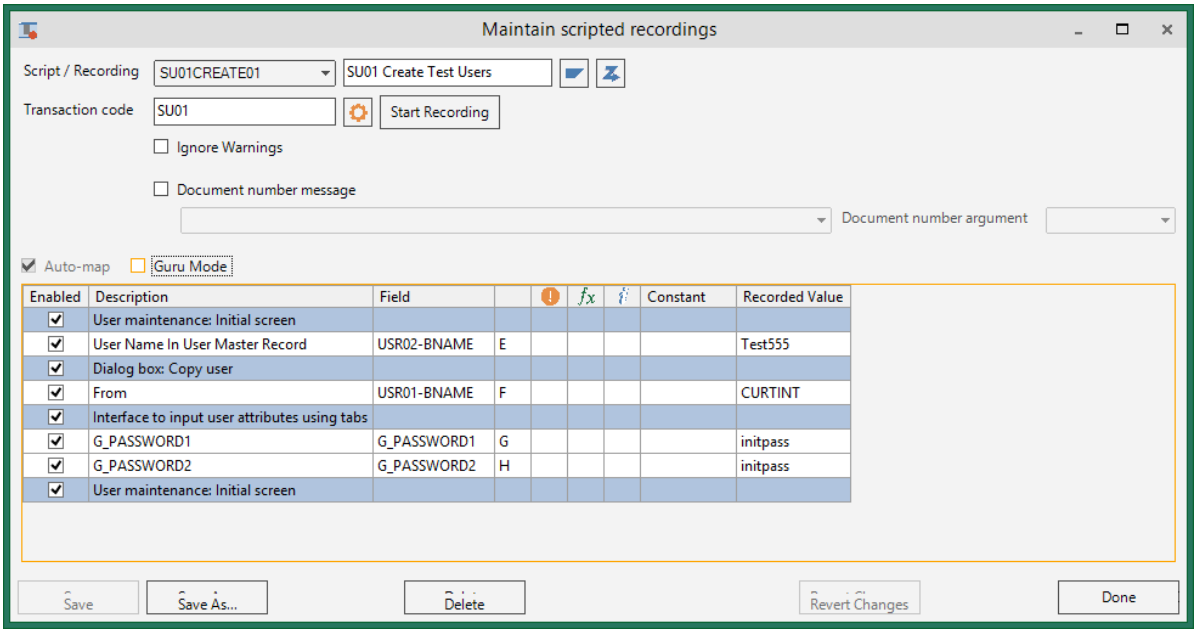
The Scripted Recording is saved in the workbook and will now be available to load as template.

Document Number Message – check this box if this SAP Transaction you are recording will return a document number or similar field.

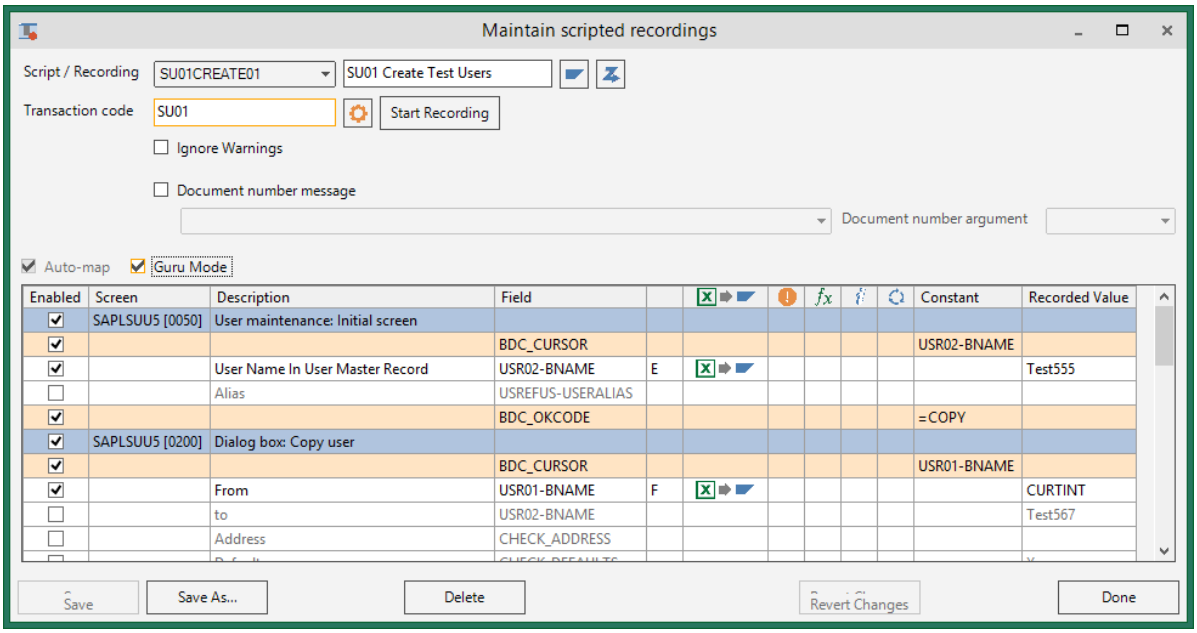
To load the new scripted recording you will have to load data via Template as shown in the next step. Each Script recording is capable of only 1 task in SAP. In this step we created a Script recording to create a New SAP user based on copying an existing user.

Guru Mode

Saved Script viewed WITHOUT Guru Mode (box is unchecked):



Same Saved Script viewed with Guru Mode **active**:



Step 2: Use an EzyScript SCRIPT Template

Load Data via Template

The Template function can be used by EzyScript users to quickly pre-format a SCRIPT Sheet for data entry. The Template function builds a data entry framework

The Template inserts the Script ID framework, the Header and Line Item Titles, and default Process Flag for the number of rows that you specify. You then need to manually add the required data to the required fields.

Follow these instructions if you would like to quickly setup the spreadsheet with a specific Script ID.

You must have initialized an EzyScript Workbook and recorded a transaction Script before you can begin this task.

Select the Template Function - What Script Do You Want to Run?

To access the Scripted recordings to prepare for data entry, click on the Template icon on the EzyScript toolbar.

Add the First Script ID

On the Load Worksheet from Script Template pop-up window:

1. Specify the following fields:
   - Choose a Script / Recording
   - Line item count as Number of Documents (how many records to be processed).
2. Press the Enter key or click on the Apply button

The current Script Sheet is now formatted based on the parameters you defined on the Template pop-up window.

New Template, waiting for data to be entered.

Enter the Required Data

Depending on the Script Recording used, you now need to enter your data into the Key Value fields. The type of data to be entered in each column is dependent upon the Script ID specified in Column A.

All mandatory fields must be filled in order to upload to SAP.

You can change the headings of these columns to make them more meaningful, or insert heading rows throughout the Script sheet.

If you go to the EzyScript Options group menu, click "Settings" → User's Options, and check the box for "Add auto-comments to cells", the SAP Description and Field definitions [Table + Field Name] will be available in a Comment box for each data cell.

In the Script - Template framework sheet, you can then hover your mouse over the Comments Indicator (red triangles) to view how a particular column will be used for the specified Script.

Add Another Script ID to the same sheet (optional)

You can also add another Script ID to the same SCRIPT sheet:

1. Click the Template button
2. On the 'Load Worksheet from Script' pop-up window specify the following fields:
   - Script / Recording ID
   - Line Item Count ('Document Count')
3. Press the Enter key or click on the Apply button
4. A message will appear asking if you want to Append to or Replace existing data. Click on the **Append** button to add the extra Script ID.

The Script ID is added to the bottom of the sheet.

Repeat Step 3 until you have added all the Scripted Recordings you need. The SCRIPT Sheet is now ready for you to enter the data you want to use.

Enter Required Data

Depending on the Script ID used, you now need to enter data into the Value fields. The type of data to be entered in each column is dependent upon the Script ID specified in Column A. Hover your mouse over the Comments Indicator to view how a particular column will be used for the specified Script ID.

Once you have entered all the required data your spreadsheet will be ready to upload into SAP.

Built-In Features and Functionality

Mandatory Fields

When you create a Script you can choose to make certain fields mandatory. EzyScript will not process a sheet without these fields being populated.
1. Click the row field in the location of the (!) above to make a field mandatory

The selected mandatory fields will be color coded when the Script is loaded into a Template on the worksheet.

Hide Columns/Rows

To Hide a column or a row in EzyScript follow these steps;
1. Right click on the column letter or row number
2. Select 'Hide" from the Menu

The column will now be hidden but still active. Any formulas placed in the column will still be processed.

Exclude Rows from Upload

Leave the Process Flag indicator blank (cell B3 above). EzyScript will now ignore all information in this row.

Enter Formulas

A formula in the context of EzyScript can refer to a value, whether mathematical or otherwise, that can be set for a given field in a worksheet. To insert a formula for a given field:
1. Select the fx field of the attribute row

2. In the formula window enter the formula (mathematical or not) that should pre-populate the field.
3. Select OK or hit Enter.

When loading a Template the EzyScript field will automatically be filled with the formula value.

Disable Attributes

On the Maintain Scripted Recordings screen:
1. Un-check the fields in the row you wish to disable

The field will no longer be shown when the EzyScript Template is loaded into a Script Sheet.

Return Field

On the Maintain Scripted Recordings screen:
1. Select the Return Field in the attribute row

SAP is prompted to return the SAP value to this field after a successful upload is made.

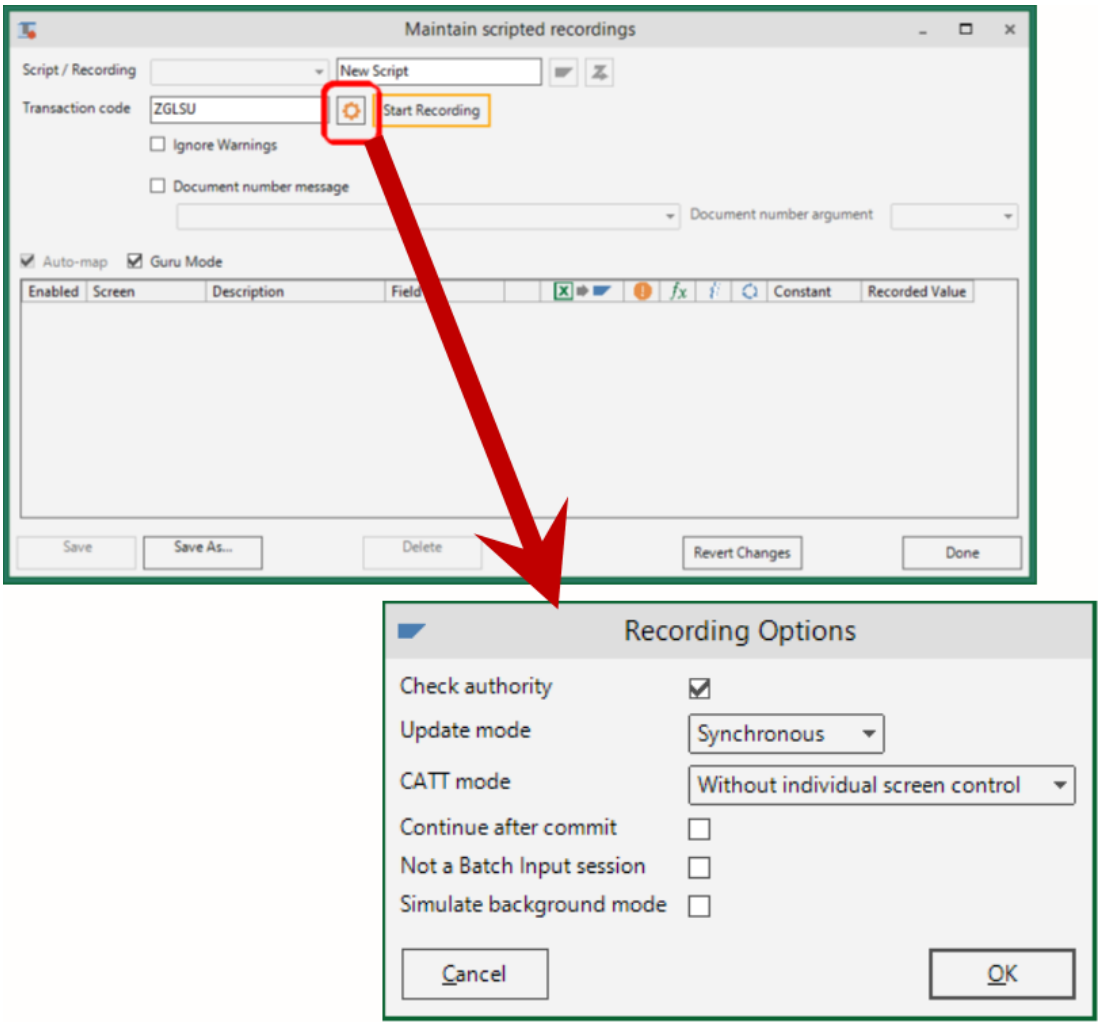
Constant Values

On the Maintain Scripted Recordings window, select the constant value field of given row. Enter the value

The Field will always be populated with this value. For example, a Company Code could be specified as always = 100 for a KS01 Create Cost Center Script recording. The field will then be hidden when the Script is loaded into an Template Worksheet.

Understanding Script Recording & Execution Options

When you record a transaction using the SCRIPT functions, there are multiple Recording options available to you. Clicking on the "cogwheel" icon in the Script Recording form opens a subset of Recording Options that are identical to the parameters presented if you were using transaction SHDB inside SAP.



For detailed information about these parameters, please see SAP's own documentation available **online** at the SAP Help Portal (http://help.sap.com/). At the time this document was produced, the navigation to the pertinent information was thus:

- SAP Help Portal:

→ *Financial Management*
→ SAP Strategic Enterprise Management
→ *Background Processing*
→ Programming with the Background Processing System (BC-CCM-BTC)
→ *Data Transfer*
→ Data Transfer Methods
→ *Data Transfer: Overview of Batch Input*
→ The Transaction Recorder
→ *Recording*

For the purpose of recording a transaction with EzyScript scripting, the most important of these options are these execution modes:

1. Batch Input Mode (default)
2. Non-Batch Input Mode -- a.k.a. checkbox option "Not a Batch Input session"

Batch Input Mode

Many of the transactions in SAP are optimized to run in Batch Input Mode. This is primarily for performance reasons. Batch Input Mode is more efficient for data processing. Some transactions have especially designed screens and fields for Batch Input Processing to facilitate automation. Here are some of the differences you might notice in Batch Input Mode:

- SAP Screens might look slightly different from the ones in a manual, interactive entry mode.
- Some of the fields or the placement of the fields might be different compared to the screens in manual, interactive entry mode.

Scripts are recorded in batch input mode by default. We suggest that you always run your transaction in batch input mode, unless you are unable to accomplish your desired results due to differences in screens.

Non-Batch Input Mode

Checking the box for '**Not a Batch Input Session**' for Script playback refers to the regular user-driven interactive dialog mode of processing a transaction in SAP.

You may need special authorization to run in Non-Batch Input Mode.

BATCH Play: Processing Multiple Scripts All Together

EzyScript allows you to process multiple worksheets at the same time.

Follow these instructions if:
You want to process multiple EzyScript worksheets simultaneously

In an EzyScript workbook: Click on the Batch icon in the Workbook Area of the EzyScript toolbar.

The Process Multiple EzyScript Worksheets pop-up window will be displayed listing all the sheets within the EzyScript Workbooks that you currently have open in Excel. Select the Worksheets to be Processed

On the Maintain and Execute Batch Processing form:
Select the Scripts that you want to process by clicking on the checkbox beside:

- Each of the scripts that you want to process, or
- One of the following options under the list names:
    - Select All Entries
    - Select All Worksheets
    - Select All Imports

Click the **Execute** button.

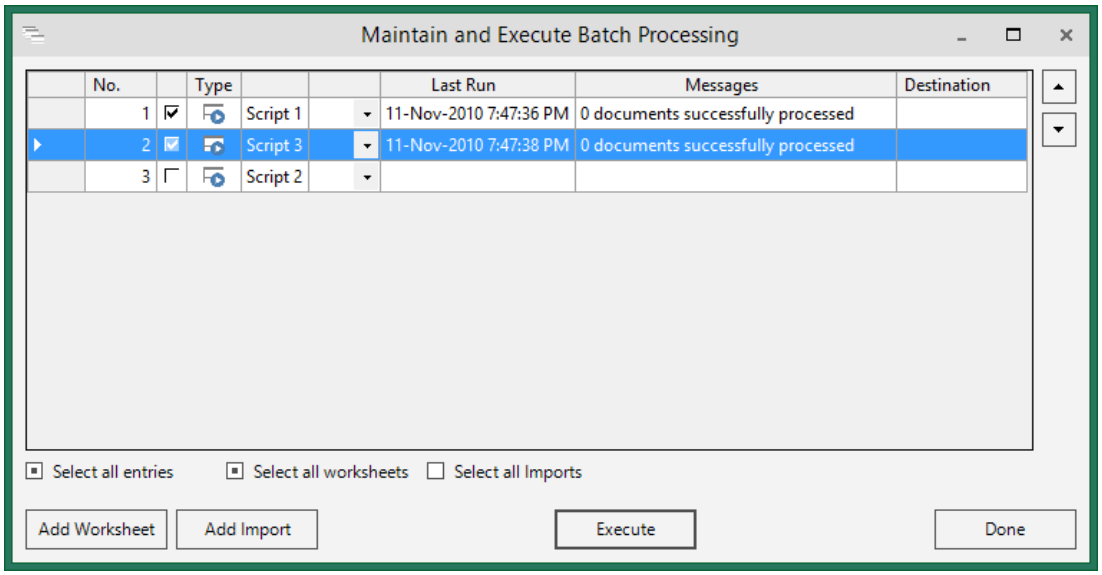
Done

Allows you to exit the pop-up window without processing any worksheets.

Execute

Allows you to process the selected scripts immediately.

Once you click the button to Execute, processing begins immediately. When processing is complete, returned messages for each Script run will be displayed in the same window.


Maintain and Execute Batch Processing
No.
Type
Last Run
Messages
Destination
1
Script 1
11-Nov-2010 7:47:36 PM
0 documents successfully processed
2
Script 3
11-Nov-2010 7:47:38 PM
0 documents successfully processed
3
Script 2
Select all entries
Select all worksheets
Select all Imports
Add Worksheet
Add Import
Execute
Done

IV. QUERY Sheets

Introduction

In this section you will learn about the basic functionality of the QUERY Sheet tool.

Uses for the core functionality of EzyScript QUERY Sheet are:

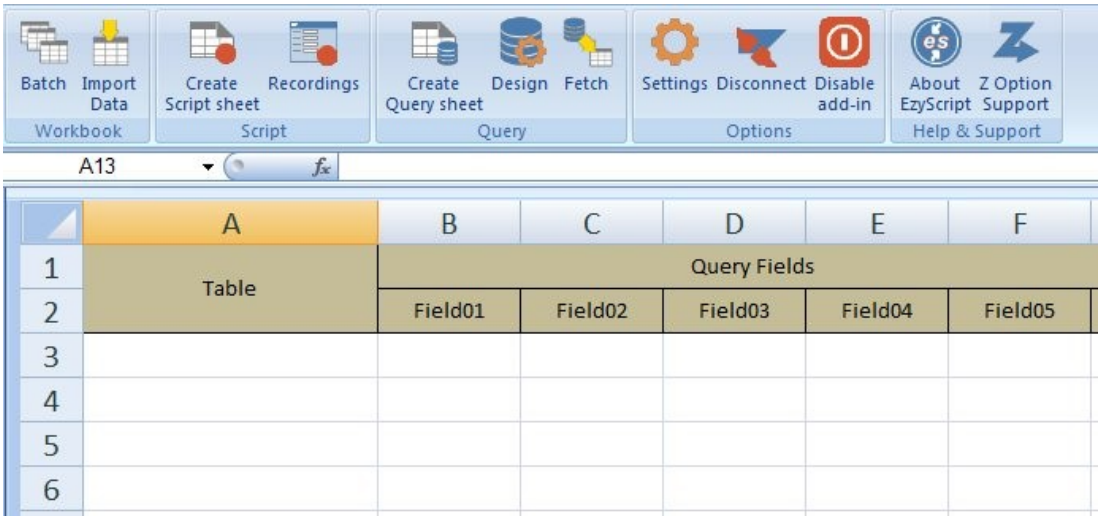
- Extract SAP data for use in reports, external applications
- Data conversion from Legacy systems
- Automate repetitive tasks in SAP
- Assist with the synchronization of data between SAP Systems (e.g., DEV / TST / PRD).

Pre-Requisites: Before you can begin using this guide you must understand how to initialize an EzyScript workbook. You must also have the EzyScript SAP components properly installed on your SAP system.

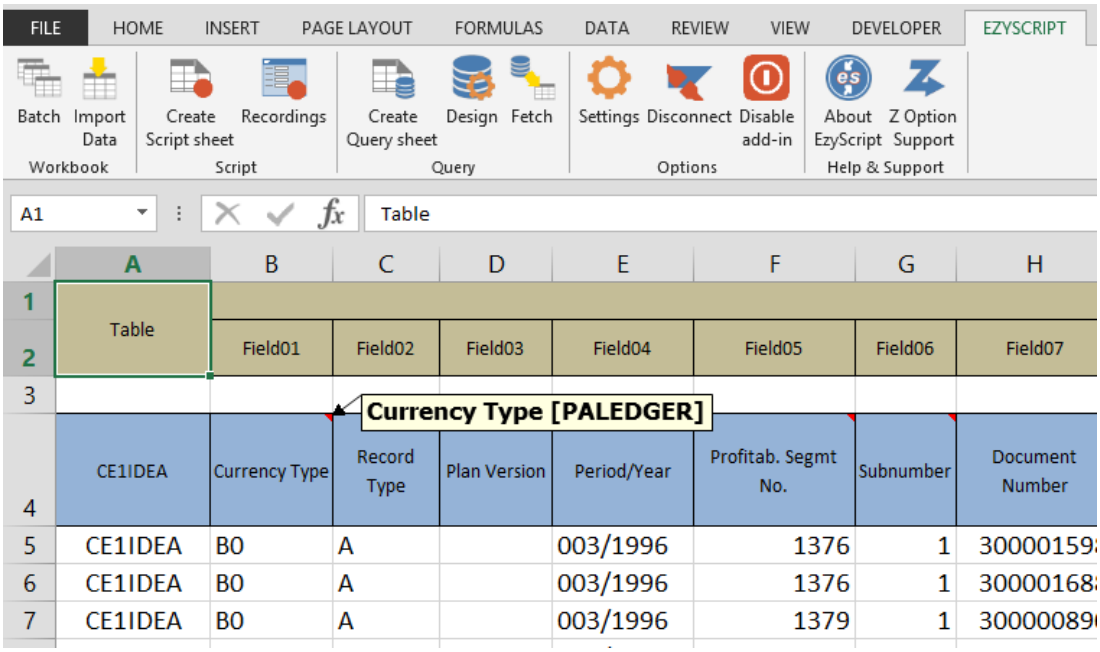
Getting Started - Understand the EzyScript QUERY Sheet Structure

Table Identifying Field (Column A)

Column A of the Query Sheet is the name of the SAP Table from which data is being read for this Query.



Data Retrieval Fields (Columns B to ...)



	A	B	C	D	E	F	G	H
1	Table							
2		Field01	Field02	Field03	Field04	Field05	Field06	Field07
3								
4	CE1IDEA	Currency Type	Record Type	Plan Version	Period/Year	Profitab. Segmt No.	Subnumber	Document Number
5	CE1IDEA	B0	A		003/1996	1376	1	30000159
6	CE1IDEA	B0	A		003/1996	1376	1	30000168
7	CE1IDEA	B0	A		003/1996	1379	1	30000089

Columns B to … of the Query Sheet represent the Table or View Fields in SAP from which data is being retrieved. Each active Column of Excel represents a field in SAP for data to be pulled. The fields to be populated will be determined by the Query ID on the Table specified in Column A.

Build Your Query Sheet

For EzyScript to be able to communicate with SAP, you must prepare to use the Query Sheet by creating and saving new Queries. You must have already initialized an EzyScript Workbook before you can proceed with this task.

Run the Query Designer from the EzyScript Menu

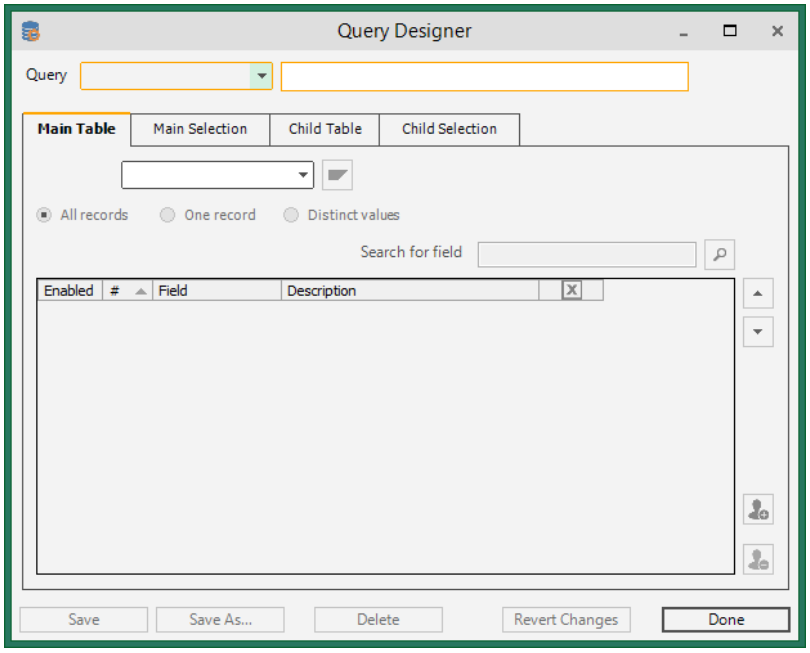
The Query Designer option allows you to select which data from SAP you want to include in a worksheet. The Queries are saved within the workbook for use in the future. Once you have saved a Query in a workbook, a Standard User can use it to Fetch SAP data in the specified format without making edits to the Query.

No Query Sheets exist as standard in EzyScript. In order to use the Fetch command you must run the Design Query Sheet tool. Once this is done the Query Sheet will be saved for future use.

Select the Design button

On a Query Sheet, such as Query 1, click the Design button.

The Query Designer form pop-up window will be displayed for you to define the data that you want to extract from SAP.



Configure Query Actions

On the Query Designer form:

➔ If you have not run this before you will have to enter a new Query description in the blank field at the top of the form. For example, "LFA1 - Vendors in Germany".

➔ Select the SAP Table or View from which you want to download data. Example: LFA1 (Vendor Master).

➔ Click the blue 'SAP icon' to retrieve the list of fields and their descriptions from SAP.

➔ Use the checkboxes in the column titled 'Enabled' to add fields to the Selected Fields for the template.

Once you have selected the desired fields, you can use the options on the Main Selection tab to filter what data you retrieve.

Query Designer allows you to build very simple SQL-type queries to enable you to restrict data, or make the data more specific as part of the download. For example, a linear selection of a single material number, or a range of material numbers.

Configure Main Table Selections

Go to the Main Selection tab in Query Designer. Click the green 'plus' icon to begin. ALL the fields from the table or view are available for filtering, and do not have to be displayed in the final result. The table fields are presented in a drop-down, sorted by Field Name.

Select the filtering field. Example: LAND1 - Country Code. Enter the value you want to restrict the query to. For example, LAND1 (Country Key) equals DE.

Select Save or Save As to save your Query into the workbook.

Follow the steps above to modify an existing Query. Select the Query you wish to modify. Add or remove fields and/or attach data restrictions on the search. Select the Save function to overwrite the existing Query.

Built-In Features and Functionality

Key Fields

Key Fields from the selected SAP Table are automatically added to Selected Fields section and marked with the Key Field indicator in the left hand column. Additional Fields need to be manually added using the checkboxes to Enable them.

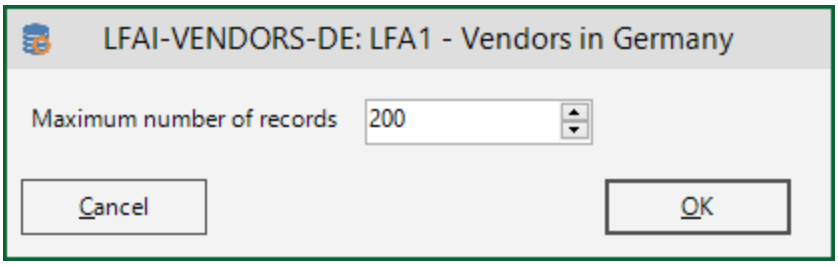
Download Data using a Prepared Query Sheet

You can only download data after running the Query Designer and saving a Query.
Click on the Fetch icon on the EzyScript toolbar. *(NOTE: If you do not see the 'Fetch' button in Query Area of the EzyScript Ribbon, it means you are NOT on a Query sheet. Select a Query sheet, or use the 'Create Query Sheet' button.)* The 'Select Queries for Execution' pop-up window appears.

Create a new QUERY Sheet in an existing EzyScript Workbook by selecting the Create Query Sheet button. A QUERY Sheet is for download purposes only.

Select a saved Query or multiple Queries; click Enter or select OK. You will need to log into SAP if you have not already done so.

The download process will begin.


LFAI-VENDORS-DE: LFA1 - Vendors in Germany
Maximum number of records
200
Cancel
OK

V. Tips & Tricks – Some Hints for Design Time

- Try **alternate navigation methods** on the screens you are recording - in addition to mouse clicks, often there is a menu option, or a button on screen, or a keystroke combination that moves the transaction along to the next step.

- If you are recording a transaction with many tabs, when you navigate between tabs while recording, park your cursor in one of the top Header fields before click on the next tab. The Header fields are present for every different tab entry screen. EzyScript is aware of what field the cursor is in during navigation (see lines that say BDC_CURSOR in the Guru Mode view). That way if you later edit the script to *skip* one of the tabs, EzyScript won't complain that it can't find the (now-disabled) field it wants to sit in.

- In a transaction screen with many tabs, if there is an icon at the far right corner of the tab display to select the next tab screen from a list of ALL the tabs, this often works better than the left and right arrows for advancing through the tabs.

- Use SAP transactions codes **SE41** (Menu Painter) and **SE51** (Screen Painter) to better understand the SAP GUI structures on your screens.

- Use your Script Template **PLAY button** options for debugging:

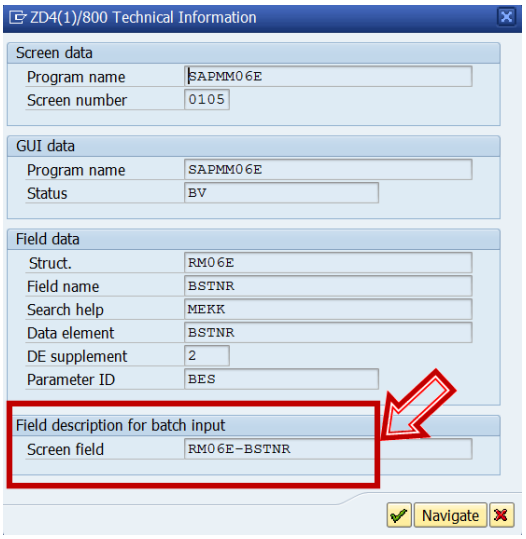
    - **Play: Errors Only** - Some transaction codes offer pop-up Warning or Information messages as part of their actions. Sometimes this pop-up will derail playback of a Script Template, especially if the Warning only happens for *part* of the data entered. Using the "Play: Errors Only" lets the script ignore such Warning messages during playback to load data. The Script being executed only stops if it hits a real SAP error.

    - **Play: All Screens** - VERY useful for the Premium User during design of a new recording! This executes your Script Template with a visible SAPGUI window during execution, doing step-by-step playback of the recording (and requiring button-clicking to manually step through).

- Embedded Grids: To advance to the next item on an embedded 'grid' list on a screen, try using Filtering, or see if there is a 'Page Down' button or menu option or keystroke combination.

- For a problematic transaction, consider recording an *alternate* Transaction Code. Use transaction **SE16** on table **TSTC** (SAP Transaction Codes) to look up what Programs are associated with the 1st Transaction Code. Then re-query the TSTC table, but now filter on the *Program* to see all the Transaction Codes associated with it. The resulting list is your alternate Transaction Codes to try.

- It's possible that a screen doesn't have all the GUI structures fully defined. If a field on your screen doesn't seem to be showing up in the Script details, use the SAP F1 key inside that text field. Then click on the 'Technical Information' button . Look at the bottom-most field of the Technical Information pop-up, ' Screen Field'. If it is blank then that entry area was not designed in SAP with a screen field name, so cannot be reached with this scripting tool.


ZD4(1)/800 Technical Information
Screen data
Program name
SAPMM06E
Screen number
0105
GUI data
Program name
SAPMM06E
Status
BV
Field data
Struct.
RM06E
Field name
BSTNR
Search help
MEKK
Data element
BSTNR
DE supplement
2
Parameter ID
BES
Field description for batch input
Screen field
RM06E-BSTNR
Navigate

VI. Troubleshooting

Getting Help from your Premium Users

Standard Users should raise all first level support issues with their Premium Users per the Software License Agreement signed by your principals. If there is an issue which requires additional support, the Premium user may always open a support ticket, but all resolutions and communication must be performed through a Premium user. This helps Z Option keep your maintenance costs below industry averages.

Using the Z Option Ticket System

Z Option uses a web-based Support Ticket System which allows our users to notify us if there are questions or problems with the software that need to be resolved.

Features of the Ticket System are…

1. Easy creation of trouble tickets.
2. Tracking of open tickets via the user "dashboard".
3. Automatic paging of Z Option technical support staff when new tickets are created. This assures a timely response.
4. Upload of backup documents. You can attach screenshots of error messages, Excel spreadsheets, .INI files, etc. to the ticket to fully inform the Z Option technical support staff of the problem.
5. Automatic email notification when resolutions or additional comments are posted.
6. Search capabilities of the Ticket System database to quickly answer questions that have arisen from other Z Option customers.

Premium Users at your company are eligible to receive Ticket System login IDs. If they have not already done so, each Premium user should request a ticket system login ID.

1. The Z Option Ticket System is accessible from http://www.zoption.com
2. Select Support -- Support and Licensing System
3. Request a Ticket System ID.
4. Fill out all of the information

Once your ticket system ID has been confirmed (you will receive an email), you may login to the ticket system on the same support page by clicking "Log onto Ticket System".